

# A Plain English Handbook

By the Office of Investor Education and Assistance, US SEC

The Plain Writing Act of 2010 (Act) is intended to make it easy for the public to understand government documents. The SEC, like other federal agencies, must write documents in plain writing, defined under the Act as writing that is "clear, concise, well-organized, and follows other best practices appropriate to the subject or field or audience." Starting in October 2011, the Act requires us to write new and substantially revised documents in plain language using the Federal Plain Language Guidelines.

As a disclosure agency, the SEC is committed to communicating with investors in easily understandable language. In 1998, the SEC published a guide, A Plain English Handbook: How to Create Clear SEC Disclosure Documents, showing securities lawyers and companies ways to reduce legalese. (Summary by the SEC)

**Total running time: 1:29:47**  
**Read by MaryAnn Spiegel**

## A Plain English Handbook How to create clear SEC disclosure documents

By the Office of Investor Education and Assistance  
U.S. Securities and Exchange Commission  
Read for LibriVox by MaryAnn

Cover design by MaryAnn Spiegel & US SEC

This recording and cover are in the public domain and may be reproduced, distributed, or modified without permission. For more information or to volunteer, visit [www.LibriVox.org](http://www.LibriVox.org).



NOTE:  
All these dots and numbers  
won't show once you fold  
this case. See this [Easy  
Folding Guide](#), also  
accessible in the LV Wiki,  
CD Covers

# A Plain English Handbook

## *How to create clear SEC disclosure documents*

By the Office of Investor Education and Assistance  
U.S. Securities and Exchange Commission

Read for LibriVox by MaryAnn

### A Plain English Handbook

By the Office of Investor Education and Assistance, US SEC

The Plain Writing Act of 2010 (Act) is intended to make it easy for the public to understand government documents. The SEC, like other federal agencies, must write documents in plain writing, defined under the Act as writing that is "clear, concise, well-organized, and follows other best practices appropriate to the subject or field or audience." Starting in October 2011, the Act requires us to write new and substantially revised documents in plain language using the Federal Plain Language Guidelines.

As a disclosure agency, the SEC is committed to communicating with investors in easily understandable language. In 1998, the SEC published a guide, A Plain English Handbook: How to Create Clear SEC Disclosure Documents, showing securities lawyers and companies ways to reduce legalese. (Summary by the SEC)

**Total running time: 1:29:47**

**Read by MaryAnn Spiegel**

Cover design by MaryAnn Spiegel & US SEC  
This recording and cover are in the public domain and may be reproduced, distributed, or modified without permission. For more information or to volunteer, visit [www.LibriVox.org](http://www.LibriVox.org).

